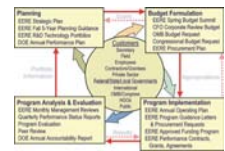


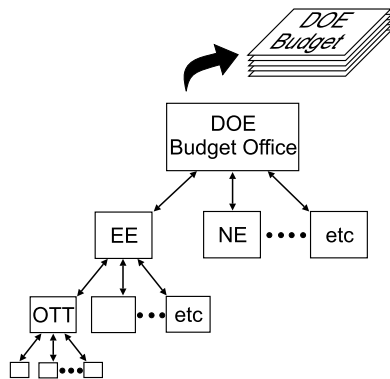


Appendix B-2 Corporate Review Budget Document



a. Background and Purpose

DOE prepares a Corporate Review Budget Document to support its budget request. The document has a specified format so that budget information from the several DOE offices can be assembled into a coherent package. Each major program office contributes to the DOE Corporate Review Budget Document. To aid in developing the document, an automated database storage and retrieval system is used: The Budget Analysis Review and Reporting System (BARRS).



For this document, each major program office is required to provide a narrative backup to justify its funding request. The Office of Energy Efficiency and Renewable Energy (EE) provides a narrative backup for each end-use sector program as well as for other related programs. Each Program with EERE provides the narrative for the budget request. The preparation of the Program Budget of the DOE Corporate Review Budget is addressed in this section.

b. Preparing the Annual Budget Document

The Program R&D section of the DOE Corporate Review Budget Document is comprised of narrative sections for each of the Programs, prepared by program management staff. The budget narrative section consists of the following:

- Overview
- Lead Table
- Summary of Changes
- Key Activity Summary

DAS/TD and DAS/BA develop Overview, Lead Table, and Summary of Changes.

The Overview, Lead Table, and Summary of Changes sections are usually prepared by the Deputy Assistant Secretary's office. These sections provide summary information on the Programs.

Program Manager develops Key Activity Summaries.

Program Managers are responsible for the Key Activity Summary tables, usually developed in collaboration with the DAS/ TD and DAS/BA. The Key Activity Summary provides more detailed information on each program. Sections of the budget document are revised, as the budget evolves, to reflect changes to programs and funding levels as a result of budgetary decisions.

The *Overview* is a narrative describing the Program and its mission, strategic objectives, programs to support the strategic objectives, and projected accomplishments. Program goals are described in terms of their impact on national issues, such as reducing oil imports, reducing US industrial environmental impacts, strengthening competitiveness.

The *Lead Table* summarizes the operating expenses for all of EERE's key activity areas. It shows the funding amounts for the current year, the next fiscal year request, and the new budget request. It also identifies all authorizing legislation that gives EERE programs operating authority.

The *Summary of Changes* shows differences in funding between the new budget request and the current budget. The table lists each program with funding changes, a short description of the program modifications, and the dollar amount of the adjustment.

c. Preparing the Key Activity Summary

The Key Activity Summary contains the primary information necessary to defend EERE's budget request.

The Key Activity Summary is the major part of the Program's portion of the Corporate Review Budget Document and the primary written justification for each program. It includes program descriptions, overall objectives and long-term strategic goals, and lists all projects conducted under each program. This narrative provides more details on the programs and supports the budget request. For each project in the upcoming budget year, specific accomplishments and goals are listed and linked with the project activity of the previous two years.

Program Managers use prior and new planning information to develop the Key Activities Summary.

Program Managers develop the upcoming budget year's Key Activity Summary tables using the Corporate Review Budget guidance for planned expenditures of the programs, the previous fiscal years' Key Activity Summary Tables, and multi-year planning documents.

The Key Activity Summary is prepared for each budget line item in the prioritized list of the Key Activities.

DAS/TD and DAS/BA and Program Managers develop plans for program spending two years prior to actual expenditures, consistent with the budget cycle. These internal planning documents (such as the multi-year program plan) are used to ensure continuity of funding for high priority program areas. **Prior to developing the first draft of the Corporate Review Budget, planners obtain inputs from program managers at DOE headquarters and project managers at the labs and field offices on their planned expenditures.**

Program Managers review Summary mark-ups.

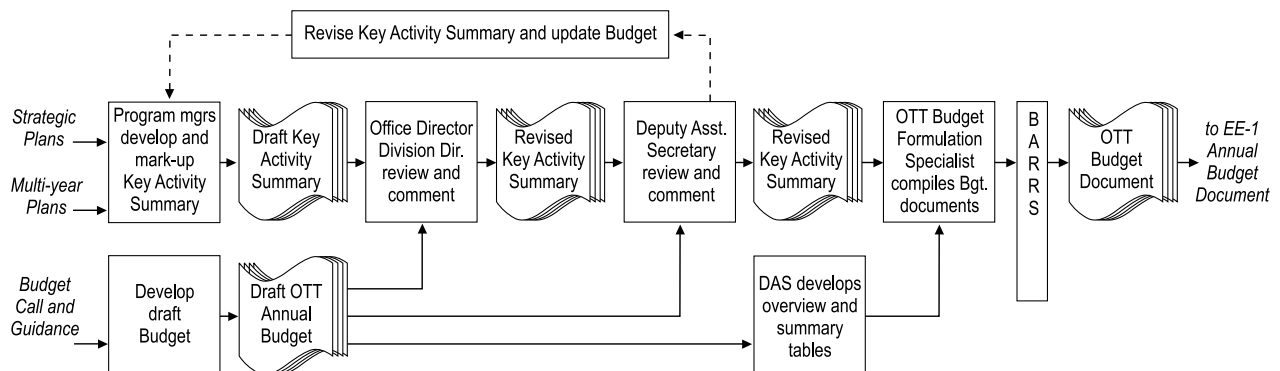
At the beginning of the budget development process, Key Activity Summaries of the previous Budget Year are circulated to the program managers (by OPBFA Specialist) for changes and updates. **Program Managers markup the Key Activity Summary to reflect the new budget request.** Descriptions of new starts, if any, are added to the Summaries.

The DAS/TD and DAS/BA review the marked-up Key Activity Summary in the context of the Corporate Review Budget, and recommends changes to the program managers. **The Program Managers make revisions based on these comments.**

DAS reviews Corporate Review Budget and Key Activity Summaries.

The Deputy Assistant Secretaries review the Corporate Review Budget along with the draft Key Activity Summaries for all of the Sector's programs. **Program Managers may be asked to make further revisions.** The marked-up copy of the Key Activity Summary is also sent to the OPBFA Specialist who is responsible for updating the budget document on the BARRS system. Following approval by the Deputy Assistant Secretaries, the OPBFA Specialist oversees the input of the marked-up Key Activity Summary into BARRS.

Program Managers make further revisions to the Summaries.



EE reviews the Program Budget Document.

The Program's budget request (which includes the updated Key Activity Summaries) is sent to the Office of the Assistant Secretary/EE where they are reviewed in the context of all EE Corporate Review Budget Documents.

Program managers help resolve issues raised during high-level reviews.

Individual Program Managers may be asked to resolve issues raised by the Assistant Secretary's office, the Controller, or the Budget Review Committee during the review process. With each review budget, the Key Activity Summary is updated to reflect any changes. **The OPBFA Specialist gives a hard copy of the Key Activity Summary to program managers to mark up for this purpose.**

Program managers revise Summaries after each review.

Key Activity Summaries quantify the budget request.

Content and Format. *The Key Activity Summary is the basis for the budget request.* Programs and technical goals should be clearly explained in the context of the applicable strategic objectives. The Key Activity Summary should show progress and continuity in programs from year to year.

A Key Activity Summary Table for each area is developed that includes:

Title

- I. Preface: [Program Name]
- II. A. Summary Table: [Program Name]
- II. B. Laboratory and Facility Funding: [Program Name]
- III. Activity Descriptions (New BA in thousands of dollars)

Each Key Activity Summary has a *title* identifying it as a Department of Energy, Energy Conservation, and applicable, EERE Technology segment document.

The *Preface* provides a narrative description of the specific program, its objectives, and projected accomplishments. It also lists performance goals of the programs along with appropriate measures and expectations (targets) and estimates of the program benefits for a future target year (e.g., 2010).

The *Summary Table* lists funding information on each activity of the program. It includes columns for program activity, appropriations for current fiscal year (FY), request for the next fiscal year

Funding requirements are included for three fiscal years.

(FY+1), request for the fiscal year two years hence (FY+2), and percent change in funding between the (FY+2) and the (FY+1) requests.

The *Laboratory and Facilities Funding* table lists funding associated with each laboratory under the program. It includes columns for program activity and funding for the same three fiscal years (FY, FY+1, FY+2) shown in the Summary Table.

The *Activity Descriptions* are brief explanations of all program activities for three consecutive fiscal years (FY, FY+1, FY+2). They also list funding associated with each activity, for each year.

d. The Budget Analysis Review and Reporting System (BARRS)

The BARRS System is used to develop and update the Budget and Key Activity Summaries.

BARRS is an automated database storage and retrieval system specifically designed to assist the management and development of the DOE Annual Budget. It is used to:

- Store and retrieve prior year and baseline budget information
- Track dollars during the budget cycle
- Automatically produce reports, in the correct format, for OMB and Congressional budget submissions.

The overall DOE Corporate Review Budget Request is assembled using input from many office levels so data from each office must be consolidated into a single DOE wide budget document. Using BARRS, each DOE organization or program office establishes its budget structure. BARRS storage, retrieval, and reporting capabilities enable efficient transfer and modification of budget information between program offices and the DOE Budget Office.

To support the development of the DOE budget, the BARRS database includes:

- Dollar amounts and Full Time Equivalents (FTEs) for prior year, current year and budget year(s)
- Unobligated carry over amounts

- Prior and current year comparisons
- House, Senate, and Conference marks
- Current year non-discretionary increases
- Annual Budget, and OMB preliminary allowances, appeals, and final allowances
- Key Activity Summaries.

In addition to standard reports used to support the budget document, BARRS can generate additional reports:

- Field office funding
- Obligations by contractor and location
- Summary of allowances and appeals
- Data dump.

Due to the sensitive nature of the budget data, direct input and retrieval of data from BARRS system is controlled by the OPBFA Specialist.

All input and output of BARRS is controlled by the OPBFA Specialist. This control is necessary due to the sensitive nature of budget and planning information. It is also to assure that the DOE Budget Office and the program offices are both using the same and latest budget information.